AGENCY REGULATIONS

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH

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1. GENERAL

This Regulation prescribes the policies and methods for the economical and efficient management of the records of the Agency.

2. POLICY

(All organizational components of the agency will comply with the provisions of this regulation which is based on the *regulations formulated for the* Federal Records Act of 1950.) These provisions are directed toward the establishment of effective controls over the creation, the organization, maintenance and use, and the disposition of all Agency records. Intra office instructions or regulations may be developed in more detail to meet specific situations but must conform to the systems and policies outlined in this regulation and related Handbook.

3. FUNCTIONS

The functions of the Records Management *and Distribution Branch with respect to the management of agency records are:* program are:

a. Creation of Records. Adequate records management controls over the creation of agency records shall be instituted to insure that important policies and decisions are adequately recorded; that routine operational paper work is kept to a minimum; and that the accumulation of unnecessary files is prevented. Effective techniques to be applied in this area include the application of systems for the control of correspondence, forms, directives and issuances, and reports; the minimizing of duplicate files; and the disposal without filing of transitory material that has no value for record purposes.

b. Organization, Maintenance, and Use of Records. Provision shall be made for the continued analysis and improvement of such matters as mail handling and routing, record classification and indexing systems, the use of filing equipment and supplies, the reproduction and transportation of records, and work

production standards relating thereto, to insure that records are maintained economically and efficiently and in such a manner that their maximum usefulness is attained.

c. Disposition of Records. Provision shall be made to insure that records no longer of current use to an agency are promptly disposed of or retired. Effective techniques for accomplishing these ends are the development of records control schedules; the transfer of records to records centers and to the National Archives; the microfilming of appropriate records; and the disposal of valueless records.

4. RESPONSIBILITIES

a. Records Management and Distribution Branch of General Services Office is responsible for the administration and coordination of the Records Management Program and will:

(1) Advise top management on records management policy matters.

(2) Furnish tuides, standards, technical assistance and supervision to Area Records Officers in the administration of the Records Management Program.

(3) Administer records management functions for those offices not required to designate Area Records Officers.

(4) Operate an Agency Record Center for the storage of all inactive records, including top secret material.

(5) Through an individual designated as the CIA Records Officer, serve as the CIA Archivist.

(6) Act as the CIA liaison to the National Archives, General Services Administration, on all matters pertaining to records and also with other agencies on records problems, such as the transfer of records.

(7) Administer a Vital Materials Program, including the development and issuance of necessary procedures to the operating offices and to the Repository.

(8) Conduct training courses for Area Records Officers and Records Analysts in the methods, techniques and practices of records management.

(9) Prepare reports and statistics on Agency records activities.

(10) Conduct periodic records management surveys to review progress of Area Records Officers and to determine conformance to Agency policy in all matters pertaining to records management.

(11) Effect standardization of filing equipment and supplies.

(12) Evaluate and approve microfilming projects

4. PROCEDURES:

The detailed procedure*s* for the accomplishment ~~will be~~ *ARE* of the various
phases of the Record Management Program ~~will be~~ issued *as* hand-
books, ~~as they are developed~~. The subjects ~~to be covered~~ are as
follows:

  ✓ a. Correspondence *(use existing agency manual until superseded by a handbook)*
  ✓ b. Forms *(REC* [＿＿＿] *is applicable until superseded by a handbook)*
  ✓ c. Reports ✱
  ✓ d. Establishment of file stations ✱
     e. Classification and filing ✗
     f. Mail Control ✗
  ✓ g. Standardization of filing supplies and equipment ✱
  ✓ h. Vital materials ✱
  ✓ i. Microphotography ✗
     j. Disposition ✗

✱ *To be issued later.*